

If you insert rows or columns in the middle of a reference area, the reference is always expanded.

#### **Update references when sorting range of cells**

When selected, references to cells are updated when a range of cells is sorted. If not selected, the references are unchanged.

#### **Highlight selection in column/row headers**

Specifies whether to highlight column and row headers in the selected columns or rows.

#### **Use printer metrics for text formatting**

Select this option to use the properties of the default printer to format the display of a spreadsheet. Those properties can be found by choosing **File > Printer Settings** and then selecting the **Properties** button for the default printer. If the printer has options for page setup, those settings will be applied to Calc documents. If this option is not selected, pages will be configured for a generic printer.

#### **Show overwrite warning when pasting data**

Pasting contents of the clipboard into a cell will replace the contents of that cell with what is in the clipboard. Select this option to be alerted to a possible loss of data when pasting.

#### **Position cell reference with selection**

With this option set, expanding a selection (with *Ctrl+Shift+Down/Up*) jumps to the end of the range in the column that was added as last to the initial selection. When the option is not set, expanding a selection (with *Ctrl+Shift+Down/Up*) jumps to the end of the range in the column where selecting the cell range was started. The same applies when extending a selection on rows, with *Ctrl+Shift+Left/Right*.

## **Defaults**

On the *LibreOffice Calc – Defaults* page you can enter the number of sheets to be opened by default when you start a new spreadsheet, and either accept the default sheet prefix or type a new one. After a spreadsheet has been created, you can add new sheets and change the label of any tab; see Chapter 1, Introduction, for more information.

## **View**

The options on the *LibreOffice Calc – View* page (Figure 483) affect the way the document window looks and behaves when viewed onscreen.

### **Display section**

Select various options for the display.

#### **Formulas**

Display the content of a cell either as a formula or as the result of that formula.

#### **Zero values**

Display a zero in a cell when the cell has a value of zero, or display an empty cell.

#### **Comment indicator**

Select this option to show a small symbol in the top right corner of a cell that contains a comment.

To always display a comment, right-click on the cell and select **Show comment** in the context menu.

#### **Value highlighting**

Select this option to highlight all values, or results of formulas, in the sheet. Text is highlighted in black; numbers in blue; and formulas, logical values, dates, and so on, in green. When this option is active, any colors assigned in the document are not displayed.